

Department of Planning, Zoning and Development.
25 West Market Street, P.O. Box 88, Leesburg, Virginia 20178
(703) 771-2765/ Fax-(703) 771-2724

TEMPORARY SIGN PERMIT

SP#-_____ - _____ (T)

Submittal Requirements.

A separate application shall be required for each sign. Each application shall be accompanied by 2 sets of plans showing the area of the sign; the size, character and color of letters and design proposed; the exact location proposed for such sign, a site diagram and the method of fastening such sign to its supporting structure.

Name of Business: _____ Phone: _____

Property Address: _____

Property Owner: _____ Phone: _____

Owner Address: _____

Sign Contractor: _____ Phone: _____

Contractor Address: _____

Applicant (Please Print): Name: _____

Address: _____ Phone: _____

(Signature/Title)

Zoning District: _____ / _____ Sign Area: _____ x _____ = _____ Sq.Ft.

Sign Classification: _____ Signs Material: _____

Display Period: _____ Setback From Right of Way: _____
(Freestanding Only)

Conditions of Approval: _____

THIS PERMIT IS APPROVED FOR THE SIGN AS DESCRIBED ABOVE AND AS SHOWN ON THE ATTACHED DIAGRAM.

FEE: _____ D ATE: _____

ZONING ADMINISTRATOR